

Consumer Notice for New PCA Orientation

Date:

Dear

_____, a PCA you recently hired has been identified as a new PCA to the PCA system. This PCA must be oriented to their new position, utilizing the Massachusetts standardized PCA New Hire Orientation curriculum.

Effective immediately, New PCAs must complete the PCA New Hire Orientation requirement within 6 months from their date of hire. New PCAs who fail to complete the Orientation within the six months; an after-tax payroll deduction equal to two dollars (\$2.00) per hour will apply, until such time as they complete the Orientation program.

If the New PCA completes the Orientation within 2 months of their 6 month anniversary date, the payroll deductions will cease and all accumulated deductions will be returned. If the New PCA completes the Orientation after 8 months of the date of hire and submits the correct paperwork, the payroll deductions will cease but they will forfeit all accumulated deductions.

Note: New PCAs hired between January 1, 2014 to January 31, 2015 will have 6 months from the date of this notice to complete the Orientation.

There are two options available to you, to ensure your PCA receives the PCA New Hire Orientation.

One option is to have your PCA participate in a group PCA New Hire Orientation session. The group sessions are provided by the Home Care Training Benefit and are available throughout Massachusetts. Your PCA can call the Homecare Training Benefit at (877) 409-8283 to find out when the next Orientation is offered in his/her area. A second option is to conduct the PCA New Hire Orientation yourself, utilizing the consumer taught option.

A standardized curriculum was developed to ensure all Massachusetts New PCAs receive the same information. This standardized curriculum must be used by the Homecare Training Benefit, through the group sessions, or by you, through the consumer taught option.

Please refer to the enclosed, Frequently Asked Questions, to answer any questions you might have about your options. If you have additional questions, please contact your PCM regarding the PCA New Hire Orientation program.

Sincerely,

1/10/2015

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